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28 September 1977

MEMORANDUM FOR: Legislative Counsel

FROM: John F. Blake
Acting Deputy Director of
Central Intelligence

SSCI
DDCI - G. G. G. G.

George:

1. The DCI has asked that I assume more personal responsibility in signing correspondence heretofore made for his signature.

2. In discussing this matter with him I pointed out that there are two types of incoming Congressional mail that call for a reply--significant and routine. To those who regularly handle the material it is self-identifying whether it is significant or routine. In the routine category I mentioned as examples to him referrals sponsoring applicants, in connection with FOIA matters, referrals of potential vendors to the Agency, etc. I then recommended, and he agreed, that henceforth replies to routine as opposed to significant Congressional mail will be prepared for my signature. The only exception will be the more relevant members of the Congress with whom he is in regular or substantive contact, i.e., the Chairmen of our Committees plus any other Congressional member to whom, in your opinion, he should sign the correspondence.

3. Effective with receipt of this memo will you please institute this new procedure.

[Redacted Signature Box]

John F. Blake

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